



Continuing Professional Development Requirements

Absence from work policy

IFoA members who are absent from work can be exempted from the requirements of the CPD Scheme.

In order to be exempt, members must be registered with the IFoA as having non-practising status.

The IFoA would recommend that, where possible, during a period of absence members consider what they can do to stay up to date and relevant. Support and advice should be sought from the member's employer.

Members are also reminded that whilst holding non-practising status for the purposes of CPD requirements, they are still subject to the principles of the Actuaries' Code and any other relevant standards.

Members are reminded that it is a condition of membership that they be bound by the Charter, the By-laws, the Rules (including the Disciplinary and Capacity for Membership Schemes) and the Regulations. Holding non-practising status in situations where you are not entitled to it could be considered a breach of the Actuaries' Code and be grounds for a referral under the Disciplinary Scheme.

This policy explains further how the status operates for those members who have a period of absence from work.

Parental, adoption and sick leave

Members who are on maternity, paternity, shared parental leave or adoption leave, or suffer from an illness and who are away from work will be automatically granted non-practising status and therefore be exempt from their CPD requirements for the period in which they are on leave.

Members should notify the IFoA Membership Team of their circumstances, so that their records can be updated, and requirements confirmed. The IFoA will not ask for evidence of the reason for the absence.

Those that are on such leave for part of the CPD year, shall have their hourly requirement reduced, proportionately, according to the number of weeks they are absent. Members must still keep a record of their activities, in the format of their choosing, and take part in a reflective practice discussion. Such members may also be selected for a reflective practice discussion with the IFoA on their return.

For those that are on leave for the full CPD year, they will be exempt from the scheme entirely.

When non-practising status is granted in these circumstances it will not be shown on members' entries in the Actuarial Directory.

Career breaks and periods of unemployment

Members might take a break from their current work or role, in both planned and unplanned circumstances. This could arise where a member chooses to take a secondment, is made redundant, or focuses on other responsibilities.

In such circumstances, the member should consider whether they will be carrying out any technical actuarial work during this period. Should they determine they are not carrying out this work, and the period in question is longer than five weeks, they are entitled to make an application for non-practising status.

Those that are absent for part of the CPD year shall have their hourly requirement reduced, proportionately, according to the number of weeks they are absent. Members must still keep a record of their activities, in the form of their choosing, and take part in a reflective practice discussion. Such members may also be selected for a reflective practice discussion with the IFoA.

For those that are absent for the full CPD year, they will be exempt from the scheme entirely.

When non-practising status is granted in these circumstances it will be shown on members' entries in the Actuarial Directory, so as to demonstrate to the public which members are exempt from the CPD Scheme.

Returning from a period of absence

The IFoA would encourage all members returning from a period of absence to take the opportunity to assess what their learning needs are and then take appropriate steps to address their needs.

This may be facilitated by having a discussion with an appropriate person, similar to a reflective practice discussion.

Members are also asked to ensure that they notify the IFoA of any change in status.

Version 1, effective from 1 September 2020